

**PURCHASE OF DEVELOPMENT RIGHTS  
PROGRAM ADMINISTRATOR**

**723**

**DEPARTMENT:** Community Services

**NATURE OF WORK:**

Administers all aspects of the Purchase of Development Rights (PDR) program.

**ESSENTIAL FUNCTIONS OF JOB:**

Finalize program design, including policies and procedures, marketing plan, and financing plan.

Establish reasonable and standard procedures and forms for the administration and implementation of the program.

Serve as liaison with PDR Advisory Committee.

Promote the program, in cooperation with the PDR Advisory Committee, by providing educational materials to the public and conducting information meetings.

Investigate and pursue, in conjunction with the County, State, Federal, and other programs available, to provide additional public and private resources to fund the program and to maximize private participation.

Evaluate all applications to determine their eligibility and their ranking score, rank applications based on their ranking score, and make recommendations to the PDR Advisory Committee.

Determine the number of usable development rights existing on each parcel subject to an application.

Coordinate the preparation of appraisals.

Provide staff support to the Appraisal Review Committee.

Provide educational materials regarding other land protection programs to the public.

For each easement, assure that the terms and conditions of the easement are monitored and complied with by coordinating a monitoring program with each easement holder, and if the other easement holders of a joint easement are either unable or unwilling to do so, monitor and assure compliance with the terms and conditions of the easement.

Other duties as required.

**JOB LOCATION AND PHYSICAL REQUIREMENTS:**

Office located in the Human Services Building, although many duties are conducted in field locations. Operates standard office equipment including telephone, computer keyboard, and copy machine. Drives County vehicle.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of local farming systems and culture.

Knowledge of agricultural economics.

Knowledge of soils and soil interpretation.

Knowledge of the local crops and animal production.

Knowledge of natural areas such as wetlands, forests, and waterways.

Knowledge of land appraisal process.

Knowledge of topographic maps.

Skills in communication with a diverse group of people.

Skills in planning, conducting and evaluating public meetings.

Skills in compiling and interpreting data.

Skills in preparing and presenting both written and oral reports in a concise manner.

Skills in record keeping.

Skills in using computers.

Skills in effectively working with the media.

Ability to understand and apply written and verbal instructions.

Ability to work independently.

Ability to effectively work with a citizen advisory body.

Ability to make graphic presentations.

Ability to work one-on-one with a diverse clientele.

**MINIMUM QUALIFICATIONS:**

Requires any combination of education above the high school level and/or experience equivalent to five years in the field, such as agronomist, that utilizes the knowledge, skills, and abilities listed above.

**NECESSARY SPECIAL QUALIFICATIONS:**

Possession of a valid Virginia driver's license.

# IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

Position Title Purchase of Development Rights Program Admin. Position Number 723  
Department Community Services Division \_\_\_\_\_

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

**I. Mental Abilities:** General learning ability. The ability to “catch on” or understand instructions and underlying principles.

- ☒ Ability to understand and follow oral instruction
- ☒ Ability to understand and follow written instruction
- ☒ Ability to guide and/or give instructions
- ☒ Ability to make decisions in accordance with established procedures and policies
- ☐ Not essential to job function

**II. Verbal Abilities:** Ability to understand meanings of words and ideas associated with them and to use them effectively. To comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly.

## 1. Speaking/Talking:

- ☒ Answering telephone, radio, or switchboard
- ☒ Communicating with County officials
- ☒ Communicating with general public
- ☒ Communicating with vendors
- ☒ Communicating with supervisors and/or with other employees
- ☐ Communicating with others \_\_\_\_\_
- ☐ Not essential to job function

## 2. Hearing/Listening:

- ☒ For communication with County officials, public, vendors, supervisors and/or other employees
- ☐ Not essential to job function

## 3. Reading: (ability to read and understand text)

- ☒ Essential to job function
- ☐ Not essential to job function

**III. Numerical:** Ability to perform arithmetic operations quickly and accurately.

- ☒ Ability to mentally perform accurate two digit calculations
- ☒ Ability to perform accurate calculations aided  
by a calculator, adding machine or measurement device

**IV. Spatial Abilities:** Ability to comprehend forms in space and understand relationships of plane and solid objects. May be used in such tasks as blue print reading and in solving geometry problems. Frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.

- ☒ Essential function
- ☐ Not essential function

**V. Motor Coordination:** Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and quickly.

**1. Manual Dexterity:** Ability to move the hands easily and skillfully. To work with the hands in placing and turning motions.

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Use telephone      | <input checked="" type="checkbox"/> Manipulate computer keyboard and mouse |
| <input type="checkbox"/> Use switchboard               | <input type="checkbox"/> Use postage machine                               |
| <input type="checkbox"/> Use radio/console             | <input type="checkbox"/> Use hand tools                                    |
| <input checked="" type="checkbox"/> Use a calculator   | <input type="checkbox"/> Use power tools                                   |
| <input checked="" type="checkbox"/> Use a copy machine | <input type="checkbox"/> Other: _____                                      |
| <input checked="" type="checkbox"/> Use a fax machine  | <input type="checkbox"/> Not essential to job function                     |

**2. Finger Dexterity:** Ability to move the fingers and manipulate small objects with the fingers rapidly or accurately. For example: electrical wiring.

- ☐ Essential to job function
- ☒ Not essential to job function

Explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## VI. Physical Demands:

1. **Strength:** The quality, state or property of being strong. The power to withstand strain, force or stress.

Please check (✓) in appropriate boxes below.

Ability to manipulate materials and/or equipment (lbs)							Frequency of Manipulation		
	5-	5-10	10-15	15-25	25-50	50 +	Occasionally	Frequently	Continuously
<b>Lift</b>									
<b>Push/Pull</b>									
<b>Hold/Carry</b>									

Manipulation done from: ☐ ground to waist ☐ waist level ☐ waist to shoulder ☐ above shoulder  
(Check all that apply)

Not essential to job function: ☒ Lift ☒ Push/Pull ☒ Hold/Carry (Check all that apply)

2. **Climbing:** To move up or mount by using the hands or feet.

### Ladders

- ☐ Step stool  
☐ 8' to 10' step ladder  
☐ Extension ladder  
☐ Other \_\_\_\_\_  
☒ Not essential to job function

### Stairways

- ☐ 1 flight  
☐ 2 flights  
☐ 3 or more flights  
☐ Other \_\_\_\_\_  
☒ Not essential to job function

### Steps

- ☐ 1-2  
☐ 2-3  
☐ 3-4  
☐ Other \_\_\_\_\_  
☒ Not essential to job function

3. **Ability to Stand, Sit, Walk, and Run:**

Please check (✓) in appropriate boxes below.

Duration (hours/day)							Occasionally	Frequently	Continuously
	0-1	1-3	3-5	5-7	7-9	9 +			
<b>Stand</b>		✓					✓		
<b>Sit</b>			✓					✓	
<b>Walk</b>							✓		
<b>Run</b>									

If walking or running, over what type of terrain? ☒ flat ☐ rough ☐ both

Not essential to job function: ☐ Stand ☐ Sit ☐ Walk ☒ Run (Check all that apply)

**4. Stooping, Kneeling, Crouching, and /or Crawling:**

To bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees.

**Daily Amounts**

- ☐ 0-5x                      ☐ 5-20x                      ☐ 20-50x                      ☐ 50+x  
☐ Other \_\_\_\_\_ ☒ Not essential to job function

**5. Reaching, Handling, Fingering, and/or Feeling:**

To stretch out, extend, or put forth a bodily part. To touch or grasp something, by extending or stretching. To touch, lift, hold or operate with the hands.

**Daily Amounts**

- ☐ 0-5x                      ☐ 5-20x                      ☐ 20-50x                      ☐ 50+x  
☐ Other \_\_\_\_\_ ☒ Not essential to job function

**6. Seeing:** To perceive or comprehend by the sense of sight.

Essential to job function: These characteristics are necessary (Check all that apply)

- ☐ Peripheral vision  
☐ Night vision  
☒ Focus (distinctness or clarity)  
☒ Color perception (discriminate between colors)  
☒ Depth perception (determine distance relationship between objects)

***VII. Driving:*** The ability to transfer or convey in a vehicle.

<b>Transmission</b>	<b>Standard</b>	<b>Automatic</b>	<b>Multi-Gears</b>
Car	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Van	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Small Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medium Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Large Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Truck w/Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavy Bus Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not essential to job function	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other (list) _____			